

NEW ALBANY-FLOYD COUNTY CONSOLIDATED SCHOOL CORPORATION

NOTICE OF OPENING

January 15, 2009

The following position is an open position for the 2008-09 school year. Staff members who desire to be considered for this position should submit a written indication of interest to Ms. Carol Atz in the Administrative Services Center.

POSITION:

Middle School Assistant Principal

LOCATION:

Highland Hills Middle School

- QUALIFICATIONS:
- The applicant should:
1. have a valid School Administrator and Supervisor Certificate; and,

2. have demonstrated superior ability to work with peers, supervisory staff, parents, and students;

3. project a positive image to staff and the public;

4. should comprehend needs of middle school age student;

5. have the ability to make the school facility and environment an attractive, pleasant and productive place for working and learning;

6. have an understanding of the total middle school curriculum;

7. have demonstrated leadership qualities.

REPORTS TO:

Building Principal

- PERFORMANCE RESPONSIBILITIES:
- The major responsibilities focus upon:
1. exhibiting the above stated qualifications on the job;

2. providing a student centered, guidance oriented climate in the middle school division;

3. providing coordination and leadership for the student development activities of the guidance and counseling program and for the extra-curricular and co-curricular activities of the middle school student body;

4. developing with students an identity with their school and providing opportunities for students to practice leadership skills and gain appreciation of responsibility and accountability;

5. providing opportunities by which students may expand their experiences;

6. coordinating curriculum and instructional activities and interpreting the middle school's program to parents and other community members, and;

7. such other duties as may be assigned by supervisors including but not limited to:

a. Administration of Enrollment and Attendance Procedures

b. Administrative Technology

c. Building Budget and Accounting

d. Conferences with Teachers, Parents and Students

e. Coordinate Student Services

f. Curriculum Supervision

g. Daily Supervision and Discipline Responsibilities

h. Evaluation of Student Progress

i. Inspection of Building

j. Monitor Lunchroom Operation, School Sports and Extra-Curricular Programs

k. Planning and Implementation of Various Building Schedules

l. Process Local, State and Federal Reports

m. Special Education Intervention Committees

n. Special Education Case Conferences

o. Staff Meetings

p. Teacher Observation and Reports

q. Teacher Grade Level Meetings

r. Work on Quarterly Newsletter and Weekly Bulletin

s. Work with Educational Support Staff Members and Parent Organization

TERMS OF
EMPLOYMENT:

Two hundred twenty (220) days

Salary- Administrative Salary Schedule

EVALUATIONS:

Performance of this job will be evaluated in accordance with the provisions of the Board of School Trustees policy.

NON-DISCRIMINATION POLICY IN HIRING: Employment opportunities within the New Albany-Floyd County Consolidated School Corporation shall be equal and non-discriminatory for all persons, regardless of race, color, creed, sex, pregnancy, family status, religion, age, national origin, limited English proficiency, disability, military status or veteran status.

As a condition of employment, the successful applicant will be required to prove eligibility for employment in the United States under the Federal Immigration Reform and Control Act of 1986.

Each applicant will be required to provide a satisfactory, current Limited Criminal History (LCH). Forms to use in securing this LCH are available in the Human Resources Office.

Interested parties should submit a written letter of interest, application and résumé to Ms. Carol W. Atz, Director of Human Resources, 2813 Grant Line Road, New Albany, IN 47150 (Phone: 542-2119 or Fax: 949-6900). Our certified application with instructions and reference forms is available on our website, www.nafcs.k12.in.us. There shall be a minimum of fifteen (15) days from the date of this notice to apply.